Below is an overview of UNAGB Model UN Parliamentary Procedure:

|  |  |
| --- | --- |
| Roll Call | |
| What is it? | Delegates announce that they are ‘present.’ It’s a chance for the chair to take attendance and for the delegates to learn what countries are in the room and where they are sitting. |
| How do I start one? | Chair says: “I now call this committee to order to discuss the topic of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I will start with a roll call.” |
| What happens during it? | Chair reads each country’s name. Each country raises its placard and says, “present.” |
| What happens when it ends? | Chair says: “Thank you delegates. We will now open the Speakers’ List.” |

|  |  |
| --- | --- |
| Speakers’ List | |
| What is it? | This is an opportunity for delegates to state their position. They know the order in which they will be presenting because it is listed on the Speakers’ List at the front of the room. |
| How do I start one? | Chair says: “All those wishing to be added to the speaker’s list, please raise your placard at this time.” Add 6-10 countries to the Speakers.  Then say: “(First country on the list), you have floor for (time).” |
| What happens during it? | Each speaker gives their speech, either yielding their extra time to the Chair or yielding to questions. If they yield to questions, the Speaker calls on other delegates to take questions until their time is up.  When the Speaker finishes, the chair asks: “Are there any points or motions at this time?”  If not, the Chair says, “Seeing none, we will continue with the Speaker’s List. (Second country on the list), you have the floor for (time).” |
| What happens when it ends? | Repeat until all opening speeches are heard or the debate moves to a moderated/unmoderated caucus. There should always be at least 3-5 countries on the Speakers List throughout the debate. |

|  |  |  |
| --- | --- | --- |
|  | Moderated Caucus | Un-Moderated Caucus |
| What is it? | Delegates engage in back and forth debate on specific sub-topics. Delegates raise their placards when they wish to speak (much like a classroom discussion). | Formal debate is suspended during this time. Delegates walk around and discuss possible solutions, negotiate compromises, find allies, and write and sign Resolutions. |
| How do I start one? | When taking a motion for a caucus, ask for:   * The type of caucus (moderated/un-moderated) * Caucus length? * If moderated caucus, ask for speaking time (20-45 seconds) and the topic to be discussed   Once a caucus has been proposed, ask for a “second.” Hold a vote and repeat caucus/time/topic. Then ask: “All those in favor?” and “All those opposed?” and count votes. A simple majority is needed to pass a caucus. The Chair then says: “This motion passes” or “This motion does not pass.” If it does not pass ask for another motion or return to the Speakers’ List. | |
| What happens during it? | The delegate that proposed the moderated caucus can chose to speak first or last. The Chair asks them, “Do you wish to speak first or last?” The chair then calls delegates one at a time by saying: “All those wishing to speak at this time raise your placards” and honors the first/last request of the delegates that proposed the topic. | Delegates work together to develop solutions to the problem. In early unmoderated caucuses these are discussions. In later unmoderated caucuses, delegates write resolutions. |
| What happens when it ends? | To end a moderated caucus, the Chair says: “The time for this moderated caucus has expired. Are there any points or motions?” There are 4 options:   * Motion to extend the previous moderated caucus. * Motion to begin a new moderated caucus on… * Motion to enter an unmoderated caucus * If there are no motions: “Seeing no motions, we will return to the Speaker’s List.” | Chair ends the unmoderated caucus by banging gavel. To tell students to return to silence, the Chair says, “Decorum.” The Chair then asks for points or motions and helps delegates refocus by saying, “The Chair would look favorably on a moderated caucus to share what was discussed in the unmoderated caucus.” |

|  |  |
| --- | --- |
| Presenting Resolutions | |
| What is it? | Once students have written resolutions they present them to the Committee and take questions. |
| How do I start this? | The Chair says: “The Sponsors of Resolution #\_\_\_\_\_\_ will now introduce their resolutions. This Resolution is sponsored by \_\_\_\_\_\_(read sponsors) and signed by \_\_\_\_\_(read signatories)” One delegate from each of the sponsoring delegations comes to the front of the room. |
| What happens during it? | Sponsors presents their Resolution by reading it out loud. They can then take questions from the other delegates. |
| What happens when it ends? | Usually multiple resolutions are proposed, one after the other. A moderated caucus can be proposed at any time in order to discuss resolutions. When all resolutions have been presented a vote can be called. |

|  |  |
| --- | --- |
| Voting on Resolutions | |
| What is it? | Once students have presented all resolutions, each one is voted upon in the order that it was presented.  A simple majority (50%) is required to pass resolutions. |
| How do I start this? | When the Chair believes the time is right to close debate, he says, “The Chair would look favorably on a motion to close debate.” A delegate proposes this. The Chair asks if anyone seconds the motion and takes a vote. |
| What happens during it? | During this time, the Chair asks for a vote on each Resolution.  *Pro Tip: Remind students what the key operative clause is of each Resolution either by verbally or by asking a vice chair to*  *make a simple sign before the vote.*  *After each vote say either:*  *“With \_\_\_ for and \_\_\_ against, this resolution passes. Congratulations!”*  *“With \_\_\_ for and \_\_\_ against, this resolution fails. Thank you for brining this resolution to the Committee’s attention”* |
| What happens when it ends? | This is the end of the debate. Clap for each resolution that is passed, for the whole Committee, and for the Chair. |

|  |  |
| --- | --- |
| Voting on Resolutions | |
| What is it? | Once students have presented all resolutions, each one is voted upon in the order that it was presented. A simple majority (50%) is required to pass resolutions. |
| How do I start this? | When the Chair believes the time is right to close debate, he says, “The Chair would look favorably on a motion to adjourn.” A delegate proposes this. The Chair asks if anyone seconds the motion and takes a vote. |
| What happens when it ends? | This is the end of the simulation. |